

**State of California  
DUTY STATEMENT**

MSH3002 (Rev. 9/26/16)

**Department of State Hospitals**

*Box reserved for Personnel Section*

<b>5408 Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b>		
<b>Position No / Agency-Unit-Class-Serial</b>		<b>Unit</b>		
<b>Class Title:</b> Rehabilitation Therapist AT___, DT___, MT___, OT___, RT___		<b>Location</b>		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b>	<b>WORK WEEK GROUP</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone.**

Under the clinical direction of the Program Director of Rehabilitation Therapy Services and the administrative direction of the Program Director, the Rehabilitation Therapist assists in facilitating and ensuring that quality Rehabilitation Therapy services, treatment and care are delivered to patients in a safe environment while maintaining responsible stewardship and excellence in forensic evaluation and treatment. The Rehabilitation Therapist is required to have knowledge of mental health principles; the ability to speak and write grammatically; good interpersonal skills, time management skills, organizational skills, and computer skills; and ensure that the provision of Rehabilitation Therapy services is directed toward restoring and maintaining optimal levels of physical and psychosocial functioning throughout the patient's continuum of care.

<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>
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## **ESSENTIAL FUNCTIONS**

35%

### **Documentation:**

- **Conducts an assessment of the patient utilizing standardized procedures and protocols and documents assessment results.**
- **Writes measurable functional short-term and long-term goals that are time referenced with expected outcomes.**
- **Documents all relevant quantitative and qualitative information to comply with medical, legal and administrative requirements.**
- **Collects, compiles, and documents data relevant to patient responses and progress.**
- **Evaluates the patient's current status to determine whether to continue or revise the Rehabilitation Therapy service plan and treatment goals.**
- **Formulates clinical impressions and makes recommendations for treatment and referral for other services as appropriate.**

Treatment:

**40% • Provides evidence-based rehabilitation therapy strategies and interventions to address identified goals and objectives, consistent with generally accepted professional standards of care.**

- **Develops interventions that are focused on the patients' assessed needs and directed toward increasing or restoring the patient's ability to engage in more independent life functions.**
- **Provides safe and therapeutic treatment opportunities utilizing various modalities for group therapy and discipline specific individual therapy. • Coordinates the patient's initial and continuing leisure and recreational needs.**
- **Provides direct supervision and interactions with patients during treatment.**
- **Offers and helps patients to participate in a variety of social and recreational activities according to the patient's abilities, needs and interests.**
- Utilizes the patient's strengths and preferences.
- Collaborates with the treatment team, patient, and others as appropriate in the discharge planning process.
- Provides Rehabilitation Therapy services to patients who require bedside interventions in a timely manner and duration that is commensurate with their medical and mental status.
- Addresses the patients' vulnerabilities to mental illness, substance abuse issues, and readmission due to relapse, where appropriate.
- Serves as a resource for coordination of a leisure activity program on the evenings and weekends that enhances the patient's quality of life.

Operational duties:

**10% • Provides the Program Director with the current schedule of direct and indirect services provided.**

- **Prepares and posts a monthly calendar to inform patients and staff of planned activities.**
- **Meet and confer with the treatment team to plan, review and coordinate patient treatment programs.**
- Provides opportunities for patient involvement in the planning, implementation unable to leave the unit. and selection of a rehabilitation therapy service program.
- Develops and implements an appropriate schedule of activities for patients
- Maintains a current record of the type and frequency of interventions provided and the names of patients participating in the rehabilitation therapy service program.
- Utilizes supplies, equipment and materials appropriate for the patients.
- Follows facility tool control policies.

- Participates in quality improvement processes (customer service satisfaction,
  - Advocate for the rights of patients served (access, inclusion, independence, needs assessment, peer review, risk management, outcome management). transportation).

Staff Development:

10% • **Adheres to Rehabilitation Therapy discipline specific ethical principles and guidelines.**

- **Attends and participates in staff and professional meetings including monthly Rehabilitation Therapy Service meetings and other meetings as required.**
- Serves as a consultant within the facility, or to other agencies and groups, as applicable, with the approval of his or her supervisor.
- As part of professional growth, attends and participates in in-service training, workshops, seminars and conferences.
- Provides orientation and in-service training for hospital staff regarding the theoretical and practical application of Rehabilitation Therapy.
- Supports research programs or projects.

5%

All other duties and special projects as assigned consistent with this classification.

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Other Information	<p><b>SUPERVISION RECEIVED</b></p> <p>Clinical and functional supervision will be provided under the general direction of the Program Director of Rehabilitation Therapy Services and the Supervising Rehabilitation Therapist. Administrative supervision will be provided under the general direction of the Program Director and Program Assistant.</p> <p><b>SUPERVISION EXERCISED</b></p> <p>Interns and volunteers, as applicable.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"> <li>• Possess knowledge of the theories and concepts of the specific Rehabilitation Therapy disciplines (art, dance/movement, music, occupational, recreation therapy), social psychology, and human development as related to the nature and scope of mental health and human service delivery systems and the ability to integrate these across a variety of settings.</li> <li>• Possess an essential knowledge of the diversity of the populations served including etiology, symptomatology, prognosis, treatment of conditions and related secondary complications.</li> <li>• Have a thorough understanding of the assessment process including the purpose, assessment domain (including cognitive, social, physical, affective, leisure, background information), assessment procedures (including behavioral observation, interview, functional skills testing, a general understanding of discipline specific assessment instruments, inventories and questionnaires and other sources of commonly used multidisciplinary assessment tools, including standardized measures), selection of instrumentation, general procedures for implementation and the interpretation of findings.</li> <li>• Possess detailed knowledge related to the implementation of an individualized intervention plan, including theory and application of modalities/interventions and facilitation techniques/approaches.</li> <li>• Have a fundamental knowledge of methods for documenting and evaluating persons served, programs and agencies.</li> <li>• Have foundational knowledge regarding legislative and regulatory guidelines and standards (including Americans with Disabilities Act, Individuals with Disabilities Education Act, Joint Commission, California Code of Regulations,</li> </ul>
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Title 9, Title 15, Title 22, and the Center for Medicaid Services) and facility specific Administrative Directives.

- Possess a broad understanding of organizing and managing Rehabilitation Therapy services including, but not limited to, the development of a written plan of operation and knowledge of external regulations, resource management, components of quality improvement, as well as a basic understanding of staff and volunteer management (including recruitment, supervision, coordination, and evaluation).
- Be able to identify and understand the components of professional competency within the realm of Rehabilitation Therapy practice, including requirements for certification, ethical practice, public relations, and the general advancement of the profession.
- Possess a fundamental knowledge of group interaction, leadership and safety.

#### **ABILITY TO:**

- Maintain professionalism including professional boundaries, appearance and behavior.
- Reason logically and creatively utilizing a variety of analytical techniques to resolve complex clinical problems.
- Analyze and interpret outcomes that are measurable, achievable, documented, meaningful and linked to an intervention.
- Present verbal and written information effectively, using grammatically correct English that is clear and understandable.
- Consult with, train and advise members of the mental health team, managers or other interested parties on a wide variety of subject-matter areas.
- Gain and maintain the confidence and cooperation of those contacted during the regular course of work (community partners/agencies, universities, health-related professionals, vendors).
- Have a basic understanding of the published standards of practice for the Rehabilitation Therapy profession and the influence that such standards have on the program planning process.
- Prepare and maintain medical record documentation and reports.
- Operate a computer keyboard/terminal.
- Organize and prioritize work.
- Present on discipline-specific topics.

#### **REQUIRED COMPETENCIES**

##### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical and physical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 20 pounds, lifting and carrying up to 20 pounds, and repetitive fine motor and hand motion.

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**SAFETY**

Actively supports a safe and hazard free workplace through the practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Employees are responsible for reporting to work with a properly charged PDAS tag and wearing the tag on an approved triple breakaway neck lanyard or on an approved belt grimloc.

**CULTURAL AWARENESS**

Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively.

**CPR**

Maintains current certification.

**SITE SPECIFIC COMPETENCIES**

- Security and Contraband
- Maslow's Hierarchy
- Social Learning Theory
- Experiential Learning Model
- Cognitive Behavior Therapy
- Dialectical Behavior Therapy
- Person-centered Care
- Positive Psychology
- Trauma Informed Care
- PC 1370 Pathway
- Forensic Mental Health
- Geropsychiatric Care
- Discharge Readiness

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Demonstrates basic computer skills by accessing and documenting using electronic files.
- Possess a basic understanding of and ability to use medical terminology.

**LICENSE OR CERTIFICATION - not applicable for Art Therapy, Dance/Movement Therapy, Music Therapy or Occupational Therapy.**

The Rehabilitation Therapist, SF (Recreation-Safety) is required to meet the criteria below, in accordance with Business and Professions Code Section 175005.2:

- (1) Graduation from an accredited college or university with a minimum of a baccalaureate degree in recreation therapy or in recreation and leisure studies with a specialization in recreation therapy. Alternatively, a person who does not have one of the preceding degrees may qualify if he or she has a baccalaureate degree in a specialization acceptable for certification or eligible for certification by any accrediting body specific in paragraph (2).
- (2) Current certification or eligibility for certification as a recreation therapist by the California Board of Recreation and Park Certification or by the National Council for Therapeutic Recreation Certification, Inc.

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**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

All employees share in the responsibility to provide a safe and therapeutic milieu for patients served. Employees who participate in the development and delivery of a patient's treatment services either on residential or off-unit treatment sites shall apply and demonstrate correct therapeutic strategies and interventions including non-physical verbal interventions, physical demonstration of self-protection techniques, physical stabilization and restraints. TSI training is required during new employee orientation and hospital annual update.

**WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings or work locations throughout the hospital as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

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Employee's Signature

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Date

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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's